

City of Indianapolis – Brownfield Redevelopment Program



Request for Qualifications RFQ - 2012 Sawtooth Building

3029 East Washington Street

*Project – Waste Audit & Environmental Oversight
for Pre-Demolition, Demolition & Related Activities*

Issue Date: Friday, February 24, 2012

Response Deadline: **Friday, March 9, 2012 (Noon)**

RFQ Title: RFQ - 2012 Sawtooth Building | Waste Auditing Services and Oversight for Pre-Demo, Demolition, and Related Activities for the Sawtooth Building

Issuing Department: City of Indianapolis
Department of Metropolitan Development
Brownfield Redevelopment Program
City-County Building, Room 2042
200 East Washington Street
Indianapolis, IN 46204-3328

Point of Contact: Steven Meyer,
Brownfield Redevelopment Coordinator
Steven.Meyer@indy.gov

Introduction

The City of Indianapolis, Indiana (City), through its Department of Metropolitan Development's Brownfield Redevelopment Program (Indy Brownfields), is soliciting a Request for Qualifications (RFQ), and intends to contract for environmental consulting services for environmental professional consulting services to provide oversight for pre-demolition and demolition as well as waste auditing for the Sawtooth Building site. Indy Brownfields is issuing this **RFQ - 2012 Sawtooth Building** to procure professional services from environmental professional service providers.

To qualify as a responsive bidder, vendors must request a formal RFQ packet by **Monday, March 5, 2012 by 12:00 Noon (EST)**. Firms interested in conducting services associated with this **RFQ- 2012 Sawtooth Building** should submit Qualifications no later than **12:00 Noon (EST), Friday, March 9th, 2012**. Qualifications received after this deadline will not be considered. The City reserves the right to reject any or all qualifications. The Demolition contractor will be selected by a separate RFP via other

funding efforts by the City's standard procurement procedures. The vendor selected by **RFQ - 2012 Sawtooth Building** will oversee, comment and advise on the demolition work plan presented by the demolition contractor awarded in the separate contract. A Notice to Proceed with the project must be received from the City Department of Metropolitan Development (DMD) by Indy Brownfields. The project area to be demolished is depicted in **Attachment A** along with the corresponding project timeline items and/or additional information related to anticipate tasks for each independent site.

Qualifications will be evaluated and ranked as soon as possible after receipt by Indy Brownfields. The highest overall value submission will be awarded and Notice to Proceed will be given in a timely manner. The City, through the Department of Metropolitan Development, will work with the consultant to finalize a project work plan.

Project Overview

The subject site related to this **RFQ - 2012 Sawtooth Building** is the northern building ("Sawtooth Building") located at 3029 East Washington Street (parcel number 1091011). **See Attachment A.** The building is located on a brownfield, and is in dilapidated condition requiring demolition to remedy the urban blight and barrier to economic development and public welfare, and housing redevelopment in the area. Environmental professional oversight of this demolition project is necessary to affect the safe removal of the structure, and containment of environmental hazards that may exist at the site. Specifically the structure is known to include asbestos containing materials. Specifically, the structure has known asbestos containing materials which warrant environmental oversight during this demolition project. The selected vendor shall be responsible for sampling of potential contamination, overseeing demolition activities, ensuring of proper disposal, performing a waste audit of material recycled or reused, provide report of cost saving and cost savings and environmental benefit from implementing landfill diversion practices, and perform air quality monitoring during demolition activities.

PLEASE NOTE: The submission should include itemized costs for each of the components of the proposed project scope. This includes Pre-Demolition activities, Demolition Environmental Oversight & Waste Stream sampling, direction and oversight, Waste Audit final Report creation, and air sampling throughout the demolition for a minimum of (30) days for nuisance dust and PCM asbestos.

Project Goal & Tasks

The selected vendor will provide environmental oversight and services that will allow for the expedient demolition of the Sawtooth Building. The selected vendor, not the demolition contractor, shall be responsible for addressing environmental contingencies, determining what materials may be reused or recycled, and monitoring waste manifests in a Waste Audit Report.

Scope of Service Summary

Below is a list of suggested services to propose independently for the project. This is not intended to be an all encompassing list, and respondents may (and are encouraged to) include necessary and appropriate items not anticipated below.

Pre-Demolition Oversight:

- Assist in drafting bid specifications (**Bid Specs**) for site demolition activities upon Notice to Proceed.
- Assist with site walk through efforts, answering questions from bidders, and working in association with the City's Purchasing Division staff for the brownfield site demolition bidding process.
- Ensuring dust mitigation measures (water spray, etc.) are included in the Bid Specifications.
- Sampling brick, steel, and other waste if necessary for offsite disposal, reuse or recycling.
- Reviewing the prior asbestos inspections and ensuring that conditions at the site have not changed prior to demolition. Asbestos Inspections & Survey's have been previously conducted for

this site and these files will be provided to respondents that request the Formal RFQ Packet materials.

- Acting as the agent for City and its redevelopment partners to verify waste streams for off site disposal.
- Creating and implementing a waste audit record keeping system that tracks total material sold for reuse, transported to landfill for proper disposal, and reused on site as fill material. This Waste Audit will compile all waste manifests and summarize amounts by category of waste and recyclable materials.

Demolition Oversight:

- Ensuring overall project waste streams are reduced as much as possible to minimize demolition cost as practicable.
- Maintaining waste audits for all materials shipped off site, sold and/or reused on site as fill, etc.
- Ensuring ACM are identified, handled, and disposed of properly and according to all local, state and federal regulations.
- Ensuring that dust mitigation measures are followed by the selected demolition contractor.
- Acting as the city's on site agent to ensure efficient progress of the brownfield site demolition.
- Advising City of demolition progress and challenges.
- Ensuring adherence to the Health & Safety Plan.
- Taking on site air sampling for a minimum of thirty (30) days throughout the demolition process. These samples should check for nuisance dust and PCM asbestos.
- Must be onsite throughout the duration of the demolition due to environmental hazards.
- Contractor must report to both IDEM and EPA as required.

Demolition Waste Audit:

- Monitoring accuracy of completed waste manifests and associated reports.
- Ensuring that the weight / mass of materials leaving site is accurate.
- Compiling OSHA health and safety adherence reports received from Demolition Contractor.
- Meeting & communicating with City officials regarding project progress as requested.

A) Pre-Demolition Oversight: The successful respondent should be prepared to immediately begin drafting bid specifications (**Bid Specs**) for the site's demolition activities upon Notice to Proceed. The **Pre-demolition oversight** duties will include, but not limited to: providing technical assistance to the City DMD for any additional demolition related activities in relation to this site; administering daily health and safety meetings if necessary, instituting a robust system for record keeping and oversight of all waste manifests, and implementing this system during pre-demolition activities; cataloguing waste streams in a waste / reuse manifest starting during the pre-demolition phase; ensuring appropriate steps are taken by demolition contractor in establishing demolition waste reuse plans; assisting demolition contractor with establishing dust mitigation measures, and communicating environmental mitigation measures to the demolition contractor, and ensuring implementation.

B) Demolition Oversight: All demolition waste streams will be audited by the demolition oversight contractor. The environmental oversight contractor will audit and monitor all demolition waste streams, catalog all reuse and recycled scrap (metals, wood, brick, concrete, etc.) both by type, quantity, and destination, and coordinate with the demolition contractor. The environmental oversight contractor will document daily progress and report on progress weekly (at a minimum) to the Indy Brownfield. The environmental oversight provider will advise the demolition contractor on proper handling of asbestos containing materials (ACM) if encountered with the goal of keeping the overall demolition project on schedule. Submission should include itemized cost (unit pricing) for waste stream sampling.

C) Conduct a Waste Audit for Demolition Project: Implement the Waste Audit procedure created during the pre-demolition stage of the project, and track materials removed from site and reused / re-sold by weight and type. Final waste report should identify quantities of resources recover, disposal method, and value of materials diverted from landfill.

NOTE: Formal RFQ packet, including all prior environmental assessment work, will be available upon request. Request for formal RFQ packet must be made **before March 5, 2012 at 12:00pm (EST)**. Request can be submitted to Steven Meyer at Steven.Meyer@indy.gov.

Project Submission & Review Timeline & Events

Friday, February 24, 2012:	RFQ released to environmental services vendors
Friday, March 2, 2012:	Questions related to this RFQ accepted only until 5PM.
Monday, March 5, 2012:	Final day to request Formal RFQ Packet and to qualify as a potentially responsive bidder.
Friday, March 9, 2012:	Submissions due by 12:00 Noon (EST)
Friday, March 23, 2012:	Demolition Oversight Contract Awarded & P.O. Created
Friday, March 30, 2012:	Complete Drafting of Demolition Bid Specifications

General RFQ Submission Guidelines/Requirements:

Format for Submission: Final RFQ response submissions should be sent to Steven.Meyer@indy.gov subject: **RFQ - 2012 Sawtooth**. To qualify as a responsive bidder, vendors must request a formal RFQ packet by 12:00 Noon (EST) on **Monday, March 5, 2012**.

Sufficiency of Submission: The vendor should sufficiently address each item presented in the RFQ in accordance with the directions found herein. Each item shall be addressed or the submission may be judged as "non-responsive." Answers should be clear, sufficiently detailed and specific to this project.

Content of Submission: Qualifications shall be based only on the material contained in the RFQ. In addition to the main document, this includes written responses to questions as well as any other official amendments/addenda published by the City concerning the RFQ.

Submission Validity: Responses must have a *submission life* of at least one hundred eighty (180) calendar days from the RFQ due date.

Revision of RFQ: The City may modify or amend this RFQ at any time. The submission deadline may be extended at the discretion of the City.

Use, Disclosure and Confidentiality of Information: The information supplied by a firm or vendor as part of an RFQ response will become the property of the City. Qualifications will be available to interested parties in accordance with the Indiana Access to Public Records Act (IC 5-14-3). None of the submission responses will be made available to the public until after negotiation and award of a contract or cancellation of the procurement.

To the extent requested by a vendor and allowed by law, the City will treat *trade secrets* and *confidential financial information* as confidential (if designated as confidential and submitted separately in a sealed envelope). The vendor must request confidential status before the Qualifications are opened. If the City believes that information designated as confidential should not be treated as such, the vendor will be notified and afforded reasonable time to present objections prior to any release of the information. The City will take into consideration the possibility of harm resulting from any disclosure, but reserves the right to make the final determination in accordance with the law. (Note: Pricing information may not be considered confidential.)

Errors in Qualifications: Vendors will not be allowed to change or alter their Qualifications after the 12:00 Noon (EST) deadline for submission on **Friday, March 9, 2012.**

Vendor Expenses: By submitting a response to this RFQ or participating in the process, each vendor agrees that all of its related expenses are its sole responsibility, and that the City will not be responsible for any costs whatsoever incurred by the vendor in connection with or resulting from the RFQ process, including but not limited to costs for preparation/submission of Qualifications, travel & per diem, attending interviews, providing presentations or demonstrations, and participating in contract negotiation sessions.

Post-Submission Discussions and Presentations: After the Submission Due Date, the City may conduct discussions with representatives of one or more firms submitting Qualifications for the purpose of obtaining clarification of a company's submission and/or to assure full understanding of the solicitation requirements. As part of this process, the City may require a vendor to provide one or more formal presentations to City officials to further explain or clarify their proposed solution. Any presentation will be at a time and place to be determined by City staff. The vendor will be notified in advance of the specifics if such a presentation is required. The commencement of discussions or the scheduling of presentations does not signify a commitment by the City to execute an agreement or to continue discussions with the vendor.

Contract Renewal: A resulting contract may be renewed beyond the expiration date by mutual agreement of the parties. The term of the renewal may not be longer than the term of the original contract. A renewal shall be by written notice sent by either party and written acceptance by the other. All other terms and conditions of the contract shall remain the same as set forth herein, and may be amended only by written instrument signed by both the City and Contractor and attached as an amendment.

Multiple Awards: The City may award a contract to a single vendor; or, at its option, may award contracts to multiple vendors if deemed to be in the best interest of the City.

Contract Negotiations: The City will use the requirements set forth in the RFQ as the basis for submission evaluations. After identifying one or more responsible vendors, the City may enter into contract negotiations with the vendor(s). If at any time the contract negotiations are judged to be ineffective, the City may cease all activities with a vendor and begin/continue contract negotiation and preparation activities with another vendor, and the process may continue until a contract is executed. As a part of this process, the City may obtain "best and final offers" from all vendors judged to be finalists. The City reserves the right to cease all contract negotiation activities at any time and reject all Qualifications if such action is determined by the City to be in its best interest.

No Obligation to Proceed: The City is under no obligation to proceed with this project or any subsequent project, and may cancel this RFQ at any time without the substitution of another, if such cancellation is deemed in the best interest of the City. Furthermore, the City may reject any and all Qualifications, to waive any irregularities or informalities in a submission, and to issue a new or modified RFQ, if it is found to be in the best interest of the City.

Submission Withdrawal & Modification: The City may allow a vendor representative bearing proper authorization and identification to sign for, receive, and withdraw the vendor's unopened submission prior to submission deadline. A vendor wishing to modify its submission may do so by withdrawing the initial submission and then submitting a modified submission prior to the deadline.

Bonds: There will be no bid or performance bonds required for this contract.

Purchase Orders: Unless otherwise specified, the vendor shall furnish no services, equipment, materials or labor unless a properly executed order is received from the City directing the supply of the same.

Subcontractors: The City intends to contract with one or more prime contractors who will be solely responsible for contractual performance. In the event prime contractor utilizes one or more

subcontractors, the prime contractor will assume all responsibility for performance of services by the subcontractor(s). Additionally, the City must be named as a third party beneficiary in all subcontracts. A list of all subcontractors proposed to take part in the performance of the contract (at its outset) shall be provided to the City for approval prior to contract execution. This request may require that sufficient financial or background information be provided. To the degree available, this information should be included in an Appendix with the submission response.

Taxes: The City of Indianapolis and Marion County are exempt from Federal, State and Local Taxes and will not be responsible for any such taxes in connection with the award of this contract.

Sample Contract: Once the City selects the winning submission, a copy of the City's standard contract document shall be available for review upon request.

Licenses & Permits: Upon request, the successful vendor shall furnish the City any and all documentation regarding necessary licenses, permits, certifications and/or registrations required by the laws or rules and regulations of the City of Indianapolis, Marion County, other units of local government, the State of Indiana and the United States. The vendor certifies that it is now and will remain in good standing with such governmental agencies and that it will keep its licenses, permits, certifications and/or registrations in force during the term of the agreement.

Use of City or County's Name: Upon entering an agreement, the successful vendor agrees not to use the name of the City of Indianapolis or Marion County in relation to the agreement in commercial advertising, trade literature or press releases to the extent without the prior written approval of the City.

Incorporated by Reference: This RFQ distributed by the City, including any other required terms, will be incorporated by reference and made a part of any resulting contract, except that any material approved by the City as confidential will not be publicly disclosed.

Additional Requirements

Recycled Paper: The successful applicant shall propose that all paper copies of reports generated for this project will be created using recycled paper. Please note all deliverables must be submitted in both print and electronic format.

Special Considerations: The work conducted by the successful applicant will be completed in accordance with all federal, state, and local safety and health regulations. All assumptions made in developing the submission need to be clearly stated. The applicant shall also clearly state the anticipated invoicing procedures for billing the City for its services.

Acceptable Bid: If the City determines that all Qualifications received have exceeded the funds budgeted for this project, the highest-ranking applicants may be asked to resubmit RFQs. The City also reserves the right to adjust the Scope of Services in consultation with the successful applicant.

Insurance Requirements: If awarded the contract, the successful respondent must meet the insurance requirements as required by the City's Office of Corporation Counsel.

Attachment A

Parcel Information	
Parcel Number:	1091011
Site address:	3029 E WASHINGTON ST
Area (SqFt):	267,202
Zoning:	I3U
Enterprise Zone:	NO
Enterprise Community:	NO
CDC:	YES: SEND
Revitalization District:	NO
Historic District:	NO
Tax District:	101

